

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	SENIOR PERSONAL PROPERTY TECHNICIAN
CLASS CODE:	3500
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	6/14/2008
DEPARTMENT:	ASSESSOR

---

### **JOB SUMMARY**

Under general supervision of the Commercial Property Manager, performs and oversees technical clerical work associated with identifying persons and businesses with personal property and assessing ad valorem taxes on said property.

### **ESSENTIAL FUNCTIONS**

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies and resolves personnel concerns; evaluates performance and conducts performance appraisals.

Provides input for staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Provides customer service to tax payers in person and on the telephone; answers questions regarding personal property taxes including how equipment is classified, how it depreciates, how taxes are calculated and the tax amount due. Provides information about motor vehicle assessments, fees, and registration.

Creates and maintains personal property, lease, and common carrier accounts; researches business licenses, advertisements, lessor/lessee accounts, building permits, field information and personal contacts to identify new businesses and associated personal property. Assigns tax districts based on the situs of equipment or motor vehicles.

Researches new addresses for existing businesses which have moved, closed or been sold; updates ownership addresses and taxing district information.

Assists the public in filing signed statements of personal property, lease statements, or other affidavits; audits and inputs data provided ensuring correct property codes, percent good rates, calculations, and quantities; documents discrepancies between what has been filed and the assessed value of the property as updated.

Uses highest account-maintenance authority to make adjustments to penalties, fees, interest, and taxes; processes refunds and corrections for Commission approval.

Serves as a liaison between the tax payer and the state tax commission; tracks accounts through the audit process, provides information as needed, and updates accounts with audit results.

Works with the Treasurer's Office and the Information Systems Department on programming issues to ensure continuity of the process and proper functioning of the system.

Prepares or oversees the preparation and mailing of tax and/or other specialized documents.

**CLASS TITLE: SENIOR PERSONAL PROPERTY TECHNICIAN**  
**CLASS CODE: 3500**  
**PAGE2**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** basic bookkeeping and accounting; laws and codes relevant to personal property taxation; Utah County Personnel Rules and Regulations; department policy and procedure.

**Skill in:** word processing, data entry, spreadsheets, and various computer programs; operating a 10-key by touch.

**Ability to:** maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; follow general instructions; distill pertinent data from vast amounts of information; train and lead others while maintaining own workload; coordinate multiple activities.

### **PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; works for sustained periods of time at a computer terminal and maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room. Work occasionally exposes the incumbent to high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two years are directly related to the duties described above OR an equivalent combination of education and experience. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net. Selected applicants may be subject to a background check.

### **LICENSING, CERTIFICATION, AND/OR TRAINING**

Incumbent must be bondable. Incumbent must have successfully passed Utah State Tax Commission Courses A, B, and G.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.